

Consultant Selections, Awards Committee, and Procurement Actions Review and Approval (PARA) Meeting Agendas

Meeting Date: November 25, 2013
Committee Members: Gus Pego, Harold Desdunes, Debora Rivera
General Counsel: Alicia Trujillo
Attendees: Laura Palmberg, Elizabeth Leopold, Michelle Rapaport, Michelle Guidry
Teresa Alvarez, Aileen Bouclé, Julio Bouclé (URS), Lee Fang Chow, Mark Croft, Barbara Culhane, Mikhail Dubrovsky, Raymond Freeman, Fabiana Gonzalez, Dat Huynh, Daniel Iglesias, Keith Jimmerson, Alfredo Leon, Renato Marrero, Omar Meitin, Jesus Mustafa (BMA), Harry Orvil, Lourdes Porras, Dionne Richardson, Michel Rodriguez (AES Engineering), Leonard Salazar, Ramon Sierra, Judy Solaun-Gonzalez, Tiondra Wright

Opening Remarks

Public Input

(15 minute maximum)

Department Business:

CONSULTANT SELECTIONS

FINAL SELECTION

N/A

SHORTLIST SELECTION

- | | | | |
|----|-------------------|---|----------|
| 1. | Ad No.: | 14625 | Approved |
| | FM No.: | 412473-7-32-01 / 412473-7-32-02 | |
| | Project Manager: | Fabiana Gonzalez | |
| | Work Description: | State Road (S.R.) 5/ SE 2 Avenue
from SE 2 Street to SE 4 Street | |

The district received seven letters of response from this advertisement. The Technical Review Committee (TRC) will rank the shortlisted firms by interviews. This is a Business Development Initiative (BDI) contract, part of a program to 'grow' new firms. AES Engineering, BMA Consulting Engineering, Bolton Perez & Associates and CALTRAN Engineering Group have contracts with District Six now. Debora Rivera requested that the information presented about firms longlisted for selection for BDI contracts include a list of contracts awarded to those firms statewide, not just in District Six. The committee shortlisted three firms: BMA Consulting Engineering, Inc.; Genesis Engineering, LLC and Lighthouse Engineering, Inc.

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2. Ad No.: 14631 Approved
FM No.: 433511-1-22-01
Project Manager: Dat Huynh
Work Description: NE 203 Street & NE 215 Street Intersection Improvements between S.R. 5/U.S. 1 & West Dixie Highway

The district received nine letters of response from this advertisement. The TRC will rank the shortlisted firms by presentations. This contract was advertised as an 'underutilized work type,' meaning that it has less than 30% for Disadvantaged Business Enterprise (DBE) firms. The work type is 2.0, project development and environment (PD&E) study. Debora Rivera recused herself from this item; Mark Croft substituted for her on the committee. The committee shortlisted five firms: BMA Consulting Engineering, Inc.; Lockwood, Andrews & Newman, Inc.; Stanley Consultants, Inc.; Stantec Consulting Services, Inc. and URS Corporation Southern.

3. Ad No.: 14632 Approved
FM No.: 425271-3-32-01
Project Manager: Fabiana Gonzalez
Work Description: S.R. 968/Flagler Street from Tamiami Canal Road to East of S.R. 9/NW 27 Avenue

The district received seventeen letters of response from this advertisement. The TRC will rank the shortlisted firms by interviews. A & P Consulting, Gannett Fleming and TRACE Consulting are awaiting final selection for districtwide miscellaneous preliminary engineering (PE) design consultant contracts. The committee shortlisted four firms: C.H. Perez & Associates Consulting; EAC Consulting, Inc.; H.W. Lochner, Inc. and HNTB Corporation.

AWARDS COMMITTEE

1. Contract No.: E6I05 Approved
FM No.: 432687-1-52-01; 432687-2-52-01; 432687-1-56-01; 430795-1-52-01; 430795-1-52-02
Fed. Project No.: 6268-021-U; 0754-171-I
Project Manager: Judy Solaun
Work Description: S.R. 826/Palmetto Expressway & S.R. 93/I-75 Express Lanes Design-Build project

Each firm submitted a technical proposal which the proposal evaluators scored. Each firm also submitted a proposed contract time and price proposal. The Time Value was found by multiplying the number of days by the price per day. The Time Adjusted Price is the Time Value added to the price proposal. The Adjusted Score is the Time Adjusted Price divided by the Technical Proposal Score. The Selection Committee ranked the four firms in accordance with the Adjusted Score. The top ranked firm is Community-Condotte-de Moya, JV (joint venture), with a price proposal of \$243,637,050 and a contract time of 1175 days.

PROCUREMENT ACTIONS REVIEW AND APPROVAL

OLD BUSINESS

N/A

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NEW CONTRACT ACTIONS

N/A

REQUEST FOR SUPPLEMENTALS, AMENDMENTS, TIME EXTENSIONS

- | | | | |
|----|---|---|----------|
| 1. | Contract No.:
FM No.:
Project Manager:
Work Description: | AQ173
415173-4-84-01
Raymond Freeman
State Commuter Assistance Program
funding for operating expenses of
Lower Keys Shuttle Bus Service | Approved |
| | Consultant's Name: | City of Key West – Department of
Transportation (DOT) | |
| | Action Requested: | Supplemental and 1 year Time
Extension | |
| | Amount Requested: | \$345,863.00 | |
| 2. | Contract No.:
FM No.:
Project Manager:
Work Description: | AQN20
411495-1-94-01
Raymond Freeman
Federal Transit Administration (FTA)
Section 5311 Capital Grant Program
funding for construction of a new Bus
Transit Facility on Stock Island | Approved |
| | Consultant's Name: | City of Key West - DOT | |
| | Action Requested: | Supplemental and 6 month Time
Extension | |
| | Amount Requested: | \$434,534.00 | |
| 3. | Contract No.:
FM No.:
Project Manager:
Work Description: | APF46
423612-1-84-01
Raymond Freeman
Service Development Program
funding for operations, planning and
marketing for Route Expansion | Approved |
| | Consultant's Name: | City of Coral Gables | |
| | Action Requested: | Supplemental and 2 year Time
Extension | |
| | Amount Requested: | \$132,000.00 | |

Supplement 3. Original contract amount \$180,675; current amount \$786,983; 75.5% of contract invoiced. Three year contract, executed September 22, 2010, due to expire on December 31, 2013. A one year time extension, to December 31, 2014, and the requested funds will enable the city to continue needed fixed route bus service from Key West to Marathon.

Supplement 3. Original contract amount \$1,000,000; current amount \$3,781,266; 0% of contract invoiced. Three year contract, executed June 27, 2012, due to expire on June 15, 2015. A six month time extension, to December 31, 2015, and the additional funds are requested to complete the project. The city has awarded the contract. The demolition and design phases have begun. Construction is scheduled to begin in April 2014 and finish in August 2015. The contract amount was adjusted based on the bids.

Supplement 1. Original and current contract amount \$92,500; 100% of contract invoiced. Four year contract, executed on June 16, 2009, and due to expire on December 31, 2013. A two year time extension, to December 31, 2015, and the additional funds are requested. The City Trolley expansion began in May 2012 and as per the Transit Service Development Program additional funding for operations may be provided for an additional two years.

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4. Contract No.: APZ32 Approved
 FM No.: 418051-2-84-01
 Project Manager: Raymond Freeman
 Work Description: State Commuter Assistance Program funding to provide Operational Assistance for Dade - Monroe Express Bus Service between Florida City and Marathon
 Consultant's Name: Miami Dade Transit (MDT)
 Action Requested: 2 year Time Extension
 Amount Requested: \$0

Time Extension 1. Original contract amount \$250,000; current amount \$1,950,000; 25% of contract invoiced. Three year contract, executed March 23, 2011, due to expire on December 31, 2013. A two year time extension, to December 31, 2015, will allow enough time to execute a supplemental agreement with MDT. The MDT is slow to submit invoices to District Six. Director Debora Rivera said to tell the Citizens' Independent Transportation Trust (CITT) that MDT is not invoicing so CITT can pressure MDT to invoice. The district has an 'opportunity cost' if it puts funds where they are not needed. District Secretary Gus Pego said that the original contract term and amount were overestimated, so MDT keeps extending this contract to use up the remaining funds. The PARA Committee approved a one year time extension and directed Raymond Freeman to pressure the MDT to invoice timely or the district will let this agreement expire.

5. Contract No.: BDV78 Approved
 FM No.: 250635-1-22-03
 Project Manager: Barbara Culhane
 Work Description: Districtwide Cultural Resources Assessment and Survey
 Consultant's Name: Janus Research
 Action Requested: Supplemental #1
 Amount Requested: \$50,000.00

Supplement 1. Original and current contract amount \$200,000; 75% of contract committed. The budgetary ceiling is \$600,000. The contract should have \$200,000 for each fiscal year (FY); the first \$200,000 was for FY 2012/13. In March 2014 this contract should have its planned encumbrance of FY 2013/14 funds. Three year contract, executed March 18, 2013, due to expire on March 17, 2016. This supplement will raise the budgetary ceiling to \$650,000 and add \$50,000 to the contract to cover additional requirements for reporting to the State Historic Preservation Office (SHPO) for review, comment and approval of documents for cultural resource assessments.

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6.	Contract No.:	C-9879	Rejected
	FM No.:	410573-1-72-06	
	Project Manager:	Martha Trujillo	
	Work Description:	Maintenance Engineering and Permit Inspection (M.E.I.)	
	Consultant's Name:	A & P Consulting Transportation	
	Action Requested:	Supplemental	
	Amount Requested:	\$325,000.00	

Supplement 1. Original contract amount \$550,000; current amount \$1,500,000; 76.6% of contract committed. Five year contract, executed on November 8, 2012, and due to expire on November 7, 2014. The additional funds are needed to prevent interruption of required construction engineering and inspection (CEI) inspection services for both maintenance yards and the District Six Office. Last year this contract also paid for a full time worker assigned to address theft of copper (electrical equipment), so the funds will run out by the end of the year. This contract already is at the limit of \$1.5 million, but if the PARA Committee and Carla Perry of Central Office approve, a districtwide contract can be supplemented to go above \$1.5 million to address an unforeseen need. Debora Rivera said that contract planning must be better; \$1.5 million is the limit. Gus Pego said to look for available funds and advertise a new contract by April 2014. Reduce the current expenditures. Debora told Renato Marrero to work with Daniel Iglesias and supplement \$325,000 to a general engineering consultant (GEC) contract to meet current needs while preparing the advertisement for a new contract. Michelle Rapaport suggested advertising the new contract as a 'continuing services' contract so the limits would be \$5 million and five years, as they are for a GEC contract.

MIAMI INTERMODAL CENTER (MIC) BUSINESS/ UPDATE

N/A

JOINT PARTICIPATION AGREEMENTS (JPA)

N/A

LOCAL FUNDED AGREEMENTS (LFA)

N/A

COUNTY INCENTIVE GRANT PROGRAM (CIGP)

N/A

CONSTRUCTION SUPPLEMENTALS

N/A

ADMINISTRATIVE ISSUES

Discuss efficient ways to improve management of calendar invitations between the procurement offices (the Professional Services Unit (PSU), Contractual Services Unit (CSU) and District Contracts), the project managers and the TRC members for future Consultant Selections Committee, Procurement Awards Committee and Procurement Action Review and Approval meetings.

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Dat Huynh reported that Margaret Higgins has been sending the Outlook meeting invitations for the Selections, Awards and PARA Committees' meetings, PSU for the TRC meetings and Harry Orvil for the contract selections. If any one of these meetings changes it creates confusion. The project manager is responsible for notifying the TRC of meetings, but if s/he sets up a new meeting there is duplication with the meetings set up by other people.

Michelle Rapaport reported that starting with the meetings in January 2014, she is scheduling all the Selections, Awards and PARA Committees' meetings. She also schedules the TRC meetings. Sometimes Outlook sends unneeded meeting notices. For example, if someone is invited to an existing meeting, Outlook may send notices to all the people invited to that meeting instead of just to the newly invited person.

Debora Rivera said to tell TRC members to read their calendar invitations.

MEETING CLOSING

The meeting began at approximately 9:10 AM and ended at approximately 10:20 AM.